

# Quotation Request //

## US Government Publishing Office

MidAtlantic Region  
infomidatlantic@gpo.gov  
Washington DC 20401-0000

**JACKET:518-323 S**

**Quotations are Due By:**  
**(Eastern Time)2:00 PM on 12/18/2023**

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>**  
**Contractor must provide mandatory W-9 form before GPO makes payment.**

Bidders must enter quote price for each jacket. Award will be made based on the lowest total bid for all jackets.

Jacket	Requisition #	BAC	Copies	Title
518-323	4-03656	4312-FX	8	Operational Leadership Facilitator Manual
518-324	4-03655	4312-FX	325	Operational Leadership Participant Guide

**TITLE:** Operational Leadership Facilitator Manual

**QUANTITY:** 8 bound training manuals for jacket 518-323 and 325 bound training manuals for jacket 518-324. PLUS, one pre-production sample for each jacket. Award will be made on the basis of lowest price for both jackets together.

Note: Contractor to invoice each jacket separately.

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.aspx>) Fax, email and phone quotes are not acceptable. Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported to the MidAtlantic GPO prior to bid opening time at 843.934.5516, or [bcanzanella@gpo.gov](mailto:bcanzanella@gpo.gov)

**TRIM SIZE:** 8.5 x 11"

**PAGES:** 518-323: 286 text pages plus cover 1 and 2

518-324: 78 text pages plus cover 1 and 2

**SCHEDULE:**

Furnished Material will be available for pickup by 12/20/2023

Deliver complete (to arrive at destination) by 01/16/2024

F.O.B. destination

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

PLEASE NOTE: Both jackets have incorrect pagination. The agency is aware of that and will proceed with files "as-is"

Jacket 518-323:

286 text pp, 8.5 x 11" prints 2 sided, 4/4 head to head. Cover 1 and 2 print in color. A piece of black leatherette serves as back cover. Place a sheet of 10 ml clear acetate film over the front cover. Plastic coil bind with black coil on 11" side.

Jacket 518-324:

78 text pp, 8.5 x 11" prints 2 sided, 4/4, head to head. Cover 1 and 2 print in color. A piece of black leatherette serves as back cover. Place a sheet of 10 ml clear acetate film over the front cover. Plastic coil bind with black coil on 11" side.

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Digital production preferred.

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 x 1 dpi or 600 x 600 x 4 bit depth technology.

**MATERIAL FURNISHED:** Contractor to receive. PDF's via e mail

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.

The contractor shall create or any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When Post Script Files are not furnished - prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

If changes were made to the file, the contractor must furnish final production native application files (digital deliverable) with the furnished material upon completion of the order. The digital deliverables must be an exact representation of the final product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
JCP Code\* L11, No. 1 Coated Cover, Gloss-Finish, Basis Size 20 X 26" Basis Weight 80 lbs  
JCP Code\* A60, Uncoated Text, Basis Size 25 X 38" Basis Weight 70#

**COLOR OF INK:**

CMYK/ Digital output

**PRINT PAGE:** Head to Head

**MARGINS:** Adequate Gripper.

**PROOFS:**

Proof will be withheld not more than 2 days from receipt by the Government to receipt in contractor's plant. Deliver proof and copy to Agency at address indicated in the Distribution section below. Contractor is responsible for all costs incurred in the delivery and pickup of proofs. Contractor must return all furnished materials with proofs. It is understood that the proof supplied under this contract will match the final output. If return of proofs is required, vendor will provide self addressed shipping label. Contractor must not print prior to receipt of an OK TO PRINT.

Deliver a "one off" copy of each item that is collated with all elements in proper position (not pasted up), imaged face and back, trimmed to the finished size of the product and BOUND per specs. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proof must

be identical to the final product.

Note: Weekends/Federal Holidays do not count as proof review days.

**PACKING:**

Please label cartons with contents and quantity.

It is the contractor's responsibility to deliver the product in pristine condition. Product damaged in transit must be replaced at no cost to the Government.

Do not mix jackets in any one carton

Suitable Pack Suitably per shipping container.

**DISTRIBUTION:**

1 one-off proof of each jacket to:

Luther Bailey, 22 Gardenside Drive, Apt. 6, San Francisco, CA 94131 (702.332.8630)

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Deliver 8 copies of jacket 518-323, and 325 copies of jacket 518-324 to:

Point Reyes National Sea Shore

Attn: Todd Payne

1 Bear Valley Road

Point Reyes Station, CA 94956

Note: If shipped by truck, a delivery appointment, lift gate service, and inside delivery are required. Trucking company to remove pallets.

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Contractor must notify the ordering agency and GPO via e-mail sent to [luther\\_bailey@nps.gov](mailto:luther_bailey@nps.gov) AND [bcanzanella@gpo.gov](mailto:bcanzanella@gpo.gov) on the same day that the product ships. The subject line of this message shall be: "Distribution Notice for Jacket 518-323 and 518-324." The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests -- General Inspection Level I.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

**ATTRIBUTE**

**SPECIFIED STANDARD**

P-7. Type Quality and Uniformity

Electronic Media/PPS

P-10 Process Color Match

Electronic Media/PPS

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

1) Most recent profit and loss statement

- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

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GPO Contract Terms (GPO Publication 310.2):

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf>.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

To check on the status of a payment e mail to [invoice-inquiry@gpo.gov](mailto:invoice-inquiry@gpo.gov)

**MODS:** If any additional costs are incurred during the production of this job due to Government action (i.e. Authors Alterations), contractor is **REQUIRED** to contact the Printing Specialist in writing for approval **BEFORE** proceeding.

**Attachment(s):** NONE